

29 August 1983

BRIEFINGS FOR EXECUTIVE DIRECTOR ON PROJECTS
OF MAJOR INTEREST

To be Present:

Executive Director and
representatives of the
Planning Staff and the
Comptroller. A "user"
representative to attend if
appropriate.

Date/Place:

Duration:

30-60 minutes

Content:

Background on the requirement, user
coordination, project status, key
project personnel, anticipated
problems or additional needs.

Pre-briefing Materials:

Please provide any pre-briefing
materials to Chief, Planning Staff,
7E19, HDQS, [] at least one week
prior to briefing.

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